

NIH POLICY MANUAL

2300-320-3 - NIH Intramural Visiting Fellow Program (VFP)

Issuing Office: ORS/DIS 301-496-6166

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1. **Explanation of Material Transmitted:** This issuance describes the policies and procedures for implementing the NIH Intramural Visiting Fellow Program (VFP).

The NIH Visiting Program has been revised since the last manual issuance dated 6/1/87 and NIH Supplemental Visiting Fellow Award Program dated 7/17/95. Changes have been made to program policies and procedures that have now been incorporated into this revised version, dated 3/15/06.

2. **Filing Instructions:**

Remove: NIH Manual Chapter 2300-320-3 - The NIH Visiting Program dated 6/1/87

and

NIH Manual Chapter 2300-320-4 - NIH Supplemental Visiting Fellow Award Program dated 7/17/95

Insert: NIH Manual Chapter 2300-320-3 dated 3/15/06

PLEASE NOTE: For information on:

- Content of this chapter, contact the issuing office listed above
- NIH Manual System, contact the Division of Management Support, Office of Management Assessment, OM, NIH on 301-496-2832 or enter this URL:
<http://www1.od.nih.gov/oma/manualchapters/>

A. Purpose

This chapter transmits the National Institutes of Health (NIH) policy on the use of the NIH Intramural Visiting Fellow Program (VFP).

VFP Fellowships are established for the principal benefit of non-immigrant foreign participants and to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research and related fields. Fellowships are designed to provide research training

"for which fellowship support is not provided under Section 487 of the PHS Act, and which is not residency training of physicians or other health professionals."

Service is a by-product of the VF Program unlike Research and Clinical Fellowships, where service is a dominant part of the training objective. NOTE: Fellows may not independently engage in patient care activities (any clinically-related activity MUST be incidental to the research and explicitly be under the direct supervision and control of an NIH employee - i.e. physician), be assigned official supervisory responsibilities, or sign documents on behalf of the Government (e.g., requisitions).

All VF program participants are non-citizens who must possess a work authorization issued by the appropriate federal agency. The Division of International Services (DIS), Office of Research Services of the NIH serves as the focal point for all immigration matters for NIH. DIS prepares all immigration documents necessary to recruit and retain foreign participants to the NIH and reviews and verifies work authorization for program participants. DIS issues a "notice" to the Institutes and Centers (IC) once work authorization is verified. DIS also monitors the stay of program participants and monitors immigration compliance for the NIH. In addition, DIS alerts ICs of need to renew or terminate a participant.

Postdoctoral	To provide advanced practical research experience to physicians and other doctoral researchers who are at the beginning stages of their professional research careers. Fellowships are not appropriate for scientists who have already demonstrated significant research achievements or who have proven records as independent researchers. Participation is contingent on applicable immigration rules and regulations.
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Pre-doctoral	To provide practical research training and experience to students, by supplementing academic course work and/or encouraging pursuit of professional careers in biomedical research to: 1) students enrolled in doctoral degree programs in biomedical sciences. The research experience that frequently involves dissertation research is undertaken as an integral part of the student's academic preparation and will involve close cooperation and planning between NIH and the academic institution (foreign or domestic); 2) students who are enrolled in graduate, other doctoral or medical degree programs and who have written permission from their school to interrupt their current schooling and to return within one year to their degree granting program. In addition, specific authorization is required from Designated School Officials (F-1), Responsible or Alternate Responsible Officer (J-1) and/or the Department of Homeland Security (DHS).
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B. Legal Authority and References

Visiting Fellowships are authorized by Section 307 of the Public Health Service Act [42 U.S.C. 242(l)], and PHS Regulations at 42 CFR, Part 61, Subpart A. In addition, the following authorities provide training opportunities at NIH:

- (1) The Director, NIH, may conduct and support research training for which fellowship support is not provided under Section 487 of the PHS Act and which is not residency training of physicians or other health professionals [42 U.S.C. 282(b)(13)];
- (2) the Directors of the national research institutes may conduct and support research training for which fellowship support is not provided under Section 487, and which is not residency training of physicians or other health professionals [42 U.S.C. 284(b)(1)(C)];
- (3) the National Center for Complementary and Alternative Medicine, NIH, may conduct research training as described in 42 U.S.C. 287c-21(a);
- (4) the National Center on Minority Health and Health Disparities, NIH, may conduct research training as described in 42 U.S.C. 287c-31
- (5) 42 CFR Part 63, Public Health Service Regulations re: Traineeships

Note: All US citizens and permanent residents (green card holders) should apply as IRTAs or CRTAs (if NCI).

C. Program Administration

Direction and management of the postdoctoral Visiting Program are a joint responsibility of the Office of Intramural Research (OIR), OD, and the Division of International Services (DIS), ORS. The OIR and Board of Scientific Directors establish policy, and DIS administers the program and provides immigration services according to U.S. immigration law.

DIS issues the appropriate immigration documents or requests such documents if not NIH sponsored. DIS also issues the official award letter and pre-arrival instructions, including information on the Foundation for Advanced Education in the Science (FAES) health insurance and housing.

After arrival at NIH, DIS verifies immigration status prior to activation of the award in the Fellowship Payment System (FPS) and provides orientation, including providing Form SS-5 (Application for Social Security Card) and Estimated State Tax form (for payment of state tax to MD, VA or DC). If Fellow is exempt from federal tax under a tax treaty, DIS prepares the appropriate tax form. DIS schedules Fellow for a tax seminar through a contracted tax advisor and during tax season, tax workshops are offered by the same tax advisor. Tax information, including estimated state tax forms, can be found in the [DIS Tax Handbook](#).

ICs are responsible for all financial actions, e.g., obligations and payments (including health insurance) through the FPS and certifying that Visiting Fellows are active. DIS has access to FPS only to (1) enter the necessary immigration (i.e., work authorization) information to allow the IC to activate or continue a Fellowship, and (2) provide necessary tax treaty information.

ICs must also update changes of local home address in FPS and forward the new address to DIS.

ICs are also responsible for issuing the Visiting Fellowship Program Provisions and Agreement to incoming Fellows. The Fellowship Agreement should be signed and retained by the IC when the Fellowship is activated. See Appendix 1 and 2 for the VF Program Provisions and Agreement.

See [Appendix 3 \(Delegations of Authority\)](#) for more information.

D. Program Exceptions

Approval by the DDIR is required for all exceptions to program provisions. Requests for exceptions to program provisions must be fully justified in writing, describing the nature and basis for the exception. Exceptions granted by the DDIR are contingent upon applicable immigration rules and regulations.

E. Resources and Funding

Fellows are not Federal employees and are subject to the availability of space, funds, preceptors' time, and limited by the number of training assignments available within participating ICs. All awards are contingent on applicable immigration rules and regulations.

F. Eligibility

Fellowships are available only to foreign individuals on valid nonimmigrant, employment-authorized status. Fellowships are contingent upon submission of acceptable proof of work authorization either incident to status or issued by a DHS authorized entity, and completion of a medical evaluation, if applicable. In addition, Fellows must meet the requirements of one of the categories specified below:

Postdoctoral

Individuals who possess a Ph.D., M.D., D.D.S., D.M.D., D.V.M. or equivalent degree in a biomedical, behavioral, or related science; or certification by a university as meeting all the requirements leading to such a doctorate; and 5 or fewer years of relevant postdoctoral experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians). If the doctoral degree was earned more than 5 years from the proposed start date, but the individual has less than 5 years of relevant postdoctoral experience,

then fellowship must be approved by the IC Scientific Director.

Pre-doctoral* Students enrolled in Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree programs at fully accredited U.S. or foreign universities (which frequently involves dissertation research). The research experience is undertaken as an integral part of the student's ongoing academic preparation and is credited towards completion of degree requirements; or students who are enrolled in graduate, other doctoral or medical degree programs and who have written permission from their school to interrupt their current schooling and to return within one year to their degree granting program.

***NOTE: Pre-doctoral Visiting Fellows must be registered with the [NIH Graduate Partners Program](#) (GPP).**

G. Duration of Program Components

Time spent on a Fellowship within any component counts toward the total component duration, regardless of the number of Fellowships granted by different ICs. Similarly, time spent on a component of an award program (fully funded pre-doc vs. supplemental pre-doc or fully funded postdoc vs. supplemental postdoc) counts towards the total award duration. However, time spent on any predoc award does not count towards the NIH 5/8-year duration policy. According to this OIR policy, established February 14, 1995, postdoctoral Fellows may not remain at the NIH for more than five years. If an IC wishes to retain a Fellow beyond five years, for up to a maximum of eight years, it must find another appointment mechanism (e.g., Research Fellow), and provide justification which articulates the Fellow's proposed career goal or an overriding programmatic need for the individual to stay beyond five years. For more information on NIH's 5/8 year rule, refer to the [NIH Intramural Research Sourcebook](#).

Neither the duration of the award period nor the original termination date will be extended due to periods of excused or unexcused absence. All renewals must be in writing and include beginning and termination dates.

NOTE: All fellowship durations listed below are limited under applicable immigration rules and regulations.

	Postdoctoral	Pre-doctoral
Initial Fellowship	1 or 2-year (2 year Fellowship must be processed in 1-year increments.)	1-month to 2 years (2-year Fellowship must be processed in 1-year increments.)
Renewal of Fellowship	1-year increments	1-month to 1-year increments
Maximum	5 years	3 years (additional 1 year increments)

Fellowship

may be requested from OIR).

J-1 extensions beyond basic three-year program:

A *one-time, terminal* extension beyond 3 years may be requested by the IC to allow the Fellow to complete a specific project or research activity before returning to the home country.

Terminal extensions of six months or less can be granted by DIS without Department of State (DOS) concurrence.

Extensions for more than six months must be approved by DOS. ICs must send extension requests to DIS with a memorandum from the IC Scientific Director explaining the exceptional or unusual circumstances necessitating the extension, in addition to documentation described in DIS's [Technical Advisory No. 11](#), on the DIS web page. These extension requests must be received by DIS *no later than* 90 days prior to the expiration of the individual's current award. If DIS determines that an extension is warranted, DIS will recommend approval to DOS. DOS ultimately reviews and issues the final determination: approval, denial, or request for additional information. If DIS and/or DOS deny the extension request, then DIS (through the J-1 Responsible Officer) may extend the individual's program for a *terminal six-months*.

H. Upon Conclusion of Fellowship

- Fellows do not incur a service payback obligation.
- Provided they meet eligibility requirements, and depending on applicable immigration rules and regulations, Fellows may be considered for, but are not entitled to, employment or other training at the NIH.

I. Schedules: The automated FPS is programmed for full-time schedules. For full-time schedules less than one year in duration, the system will calculate the correct amount of pro-rated funds to obligate. However, for part-time schedules, ICs must compute the percent of time and enter the annual prorated stipend in the Fellowship Payment stipend screen.

Scheduling policy for the different components is as follows:

Postdoctoral

Fellows are normally expected to devote 40 hours per week to the training assignment. However, part-time schedules may be arranged on a case-by-case basis if approved by IC Scientific Director and the DIS. Part-time schedules may not exceed immigration limitations. Intermittent schedules are not permitted.

NOTE: Part-time schedules of less than 32 hours per week may affect eligibility for health insurance offered by the FAES or other health

plans.

Part-time schedules may be negotiated and pre-arranged, however, the DIS must approve. Intermittent schedules are not permitted.

Pre-doctoral

NOTE: Part-time schedules of less than 32 hours per week may affect eligibility for health insurance offered by the FAES or other health plans.

J. Stipends

Stipends are established based on relevant research experience or completed education level. Stipend ranges and/or fixed stipend levels are periodically reviewed by the OIR in consultation with the NIH Board of Scientific Directors. Only gross income should be considered when determining the stipend. Therefore, any eligibility for tax treaty status or tax liability (either in the U.S. or a foreign country) may NOT be taken into consideration to lower the stipend.

NOTE: The stipend ranges and schedules for Fellows are identical to those for IRTA's. See [NIH Manual, 2300-320-7](#), Intramural Research Training Award (IRTA) Program-Automated Fellowship Payment System.

NCI has a separate CRTA schedule, without ranges, which can be obtained from the NCI Administrative Resource Center (ARC's) or at <http://camp.nci.nih.gov/admin/crta/appendix1.htm>.

INITIAL STIPENDS

Postdoctoral

Stipends are established based on 5 or fewer years of relevant postdoctoral research experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians).

NOTE: Stipend level must be prorated based on training schedule.

Pre-doctoral

Stipends are established based on the number of years of post-baccalaureate education completed upon activation of Fellowship.

NOTE: Stipend level must be prorated based on training schedule.

ANNUAL INCREASES

Postdoctoral

A stipend increase of up to \$2,000 per annum may be granted based on growth, development, and accomplishments, but where warranted, increments can be larger providing they do not exceed the appropriate

stipend range. ICs may approve a one-time exceptional stipend increase of one stipend step level at the time of renewal for 10 percent of its Fellows, e.g., a fellow with one year of postdoctoral experience could be paid a stipend within the range for the two-year experience level.

Pre-doctoral A stipend increase to the next higher level on the stipend schedule (see IRTA or CRTA) may be granted per annum based on progress in academic studies and/or the training assignment, for each year the fellow remains in the program.

SPECIALTY ALLOWANCES

An additional allowance of up to \$10,000 may be added to the initial stipend level of postdoctoral Fellows or equivalent experience in one of the following nine specialty categories:

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| Postdoctoral | <ol style="list-style-type: none"> 1. Engineer (electrical, chemical, mechanical, biomedical); 2. Computer Scientist; 3. Computational Biologist: (informatics, information technology); 4. Physicist; 5. Chemist (analytical, physical, organic, and inorganic); 6. Bio-statistician; 7. Epidemiologist; 8. Mathematician; or 9. IC Competitive Fellowship, e.g., Kety or Wyatt Fellowship with the National Institute of Mental Health (NIMH). |
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K. Method of Stipend Payment

Stipends are paid in arrears on a 30-day monthly basis.

L. Advance Payment for Fellows

Postdoctoral	An automatic \$2,000 advance will be provided for Fellows after Activation
Pre-doctoral	An amount less than \$2,000 may be provided after activation, based on hardship as determined and approved by the IC Scientific Director prior to the award start date that is entered into the FPS

Fellows, in all components, are strongly encouraged to immediately establish (or correct) an electronic file transfer in the Administrative Data Base (ADB) via the Automated Clearinghouse (ACH) Vendor miscellaneous payment enrollment form in the ADB vendor database.

Any advance payment will reduce the annual stipend payment. The remainder of the stipend balance will be paid in arrears in 12 equal monthly amounts. Subsequent monthly stipend payments, that have ACH, are direct deposited usually within the first 5 business days of each month. Fellows who do not have established electronic file transfers to their bank accounts will receive stipend payments by check on or about the 10th business day of each month.

If the fellow leaves within 12 months of the initiation of the award, the final check may **not** be for the 1/12th amount because it will have been offset by the balance of the advance. The fellow may owe money to NIH if the time served does not offset the balance of the advance. A personal check covering a stipend overpayment must be hand-carried to the Office of Financial Management "Fellowship Payment Office" with a copy of the ADB generated termination notice. Any unrecovered overpayment will be treated as a debt owed the U.S. Government.

M. Renewals

Stipends will be made in equal monthly payments. A renewal request with the FPS-generated Fellowship Request form and attachments listed therein must be sent to DIS.

N. Pay Certification

DIS will enter the work authorization dates to allow the IC to activate or continue a Fellowship. Stipend payments will be certified monthly and authorized in the ADB by the IC Designated Program officials between the 20th- 25th of the month so the Office of Financial Management (OFM) may authorize payments each month. If the IC does not certify and authorize payment for a fellow, no stipend payment will be issued for that month until certification is received.

O. Supplemental Funding

Supplemental funding should be granted to Fellows who wish to come to NIH for a period of research training under the auspices of fellowships or grants awarded by outside (non-Federal) organizations or institutions, when the funding provided is insufficient to support the Fellows during research training in NIH laboratories.

Supplemental Funding should be granted:

- ONLY to Fellows who have already been approved for or currently receive outside (non-Federal) support;

- ONLY to Fellows that have NO employment relationship with the outside (non-Federal) sponsor, other issues, e.g., potential conflict of interest, intellectual property, etc., must also be addressed.

The amount of the NIH VFP supplement will be determined on a case-by-case basis and will vary depending on the level of support provided by the outside (non-Federal) sponsor. The supplement will be fixed at such a rate that the combined level of support will match the stipend rate for a similarly qualified Fellow. Supplemental funding that would result in a combined amount from NIH and the outside (non-Federal) sponsor that is either less than or in excess of the authorized stipend rate for the relevant trainee level and component may not be approved. Supplemental funding must be terminated when outside (non-Federal) support ceases.

When calculating the appropriate stipend rate, only gross income should be considered when determining the NIH supplement. Therefore, any eligibility for tax treaty status or tax liability (either in the U.S. or a foreign country) may NOT be taken into consideration to lower the NIH supplement.

An IC cannot provide a supplement solely to provide health insurance coverage - a stipend must also be authorized.

P. Application Procedures

Applicants may apply directly to a specific IC or may send application documentation to the NIH Office of Intramural Training and Education (OITE), OIR. Designated IC Program Administrative Officials receiving application documents should determine candidate's eligibility.

Applications received by the Office of Human Resources (OHR), NIH, should be forwarded to OITE, NIH at <http://www.training.nih.gov>.

Q. Selection Procedures

Fellowship preceptors and Laboratory/Branch Chiefs will review applications, evaluate and recommend candidates, and develop individualized training plans for approval by the IC Scientific Director. Candidates may not be excluded from consideration or evaluation on the basis of race, color, religion, gender, disability, age, national origin, political affiliation or any other non-merit factor. The award request package (Request for NIH Visiting Fellowship Award Form NIH 829-2 and supporting documentation) should be routed through the designated Program Administration Officials (such as IC Key Contacts) to the DIS for services. (Request for NIH Visiting Fellowship Award Form 829-2 can be found at <http://www.nih.gov/od/ors/dirs/isb/isb.htm>.)

R. Application Documentation

Postdoctoral CV, bibliography (if applicable), 3 letters of reference, applicant's

statement of research goals, official copy of transcript. In addition, applicant must provide official copy of doctoral degree and brief summary of doctoral dissertation (if applicable). In cases where it is difficult to determine degree equivalency, OIR may be consulted.

Note: If the doctoral degree has not yet been awarded, Fellows must include a letter from the Dean or University Registrar, on university letterhead, indicating that all requirements for the degree, including passing the thesis defense, have been completed and specifying the date when the degree will be granted.

Pre-doctoral CV, bibliography (if applicable), 3 letters of reference emphasizing research potential, applicant's statement of research goals, official copy of undergraduate, graduate, and/or medical school transcript. Verification from the university that the applicant is in good academic standing; is enrolled in a doctoral degree program; and that the school is agreeable to the student's participation.

S. Mentoring

The principal responsibility rests with training preceptor; other assistance is available from IC Lab/Branch Chiefs and Scientific Director.

T. Career Counseling

The NIH OITE and NIH Work/Life Center Staff are available for career counseling.

U. Training and Tuition

Fellows must be physically present at NIH research facilities; they cannot be assigned elsewhere.

Fellows, in all components, may receive training or tuition assistance to the extent that it is directly related to the NIH research experience. DIS approval is required if the Fellow wants to take classes.

Individual Development Plans (IDPs) are required for all Fellows. When Fellows will be working with animals, exposed to hazardous situations, or in contact with patients, ICs are responsible for assuring that Fellows receive appropriate instruction in safety, use of equipment, handling hazardous materials, and proper animal care and treatment.

Fellows may not engage independently in any patient care activities. Any clinically related activities MUST explicitly be under the direct supervision and control of an NIH employee and is dependent on clearance by the DIS.

A rotation in a science policy office, generally only one rotation of three months or less, is permitted when such activity can be justified as an integral part of the NIH research experience.

All training, regardless of duration or type, must be documented in the training plan and/or other appropriate administrative training databases.

All Fellows, regardless of whether they receive supplemental and/or sole NIH funding, are to receive training in an equitable manner.

V. Travel

Travel cost to NIH for fellow, dependents, movement of household goods, and temporary storage of household goods NTE \$3,000 is permitted at the discretion of the IC; no allowance for return travel is authorized.

Payment of travel to scientific meetings or training is at the discretion of the IC and is subject to availability of funds.

Fellows may accept *payment only on an "In Kind" basis to cover* travel and per diem expenses from an outside entity while attending an official duty type event for the purpose of teaching, speaking or writing (such as presenting a paper at a scientific meeting), provided there is no conflict of interest in the source of the funds. No honorarium, or compensation for services rendered, may be accepted. Reimbursement must be from nonfederal funds. Fellows must request, and receive, advance approval, in writing, from the IC Scientific Director in order to accept outside travel reimbursement.

In addition, Fellows must verify with the DIS that acceptance of such benefit does not violate the Fellow's immigration status. The HHS Form 348 is *not to be used* since Postdoctoral Fellows are not Government employees. However, ***IC administrative staff, on behalf of a Fellow, must complete an Acceptance Letter and a Certification Checklist indicating that the funding source is non-federal. For additional information, see NIH Manual 1500, Chapter 10-00(F)(3).***

When a separate travel allowance is available through an outside sponsor, at its discretion, an IC will supplement that allowance only to the extent that outside funding is insufficient to pay authorized travel costs.

Fellows must reimburse OFM, NIH, for any and all stipend overpayment prior to OFM clearance for termination. A personal check covering a travel advance overpayment must be hand-carried to the Office of Financial Management Fellowship Payment Office with a copy of the ADB generated termination notice. Any unrecovered overpayment will be treated as a debt owed the U.S. Government.

W. Termination of Fellowship

Use the ADB to process terminations of all Fellows immediately.

Postdoctoral

See <http://www1.od.nih.gov/oir/sourcebook/irp-policy/early-term.htm> for early termination of postdoctoral Fellows.

For postdoctoral and all other Fellow categories:

The Fellowship may be terminated prior to specific expiration date for scientific or other forms of misconduct, misrepresentation of educational credentials and/or experience, or failure to comply with terms of the fellowship or to carry out or satisfy the purpose for which it was made. All termination proposals for cause must be in writing and provide the fellow with an opportunity to respond to the cause(s) before a decision is rendered. In the case of personal incompatibility or any unforeseen programmatic circumstances, and absent any issues of misconduct, the IC should arrange for transfer of the fellow to another laboratory.

Fiscal considerations should ***not*** be the basis for early termination within the NIH Visiting Fellow Program.

Fellows must reimburse OFM, NIH for any and all stipend overpayments prior to OFM clearance for termination. A personal check must be hand-carried to the OFM "Fellowship Payment Office" with a copy of the ADB generated termination notice. Any unrecovered overpayment will be treated as a debt owed the U.S. Government. In addition, the FAES (301-496-8064) must be notified immediately and proper clearance obtained when a Fellowship is terminated to avoid overpayment of health insurance. The FPS-generated notice must also be hand-carried to FAES, who will provide advice and answer questions on COBRA benefits.

IC's must send a ***SIGNED*** copy of the fellowship termination notice to DIS. DIS is required to comply with applicable immigration reporting requirements when a Fellow resigns or is terminated.

X. Transfer

Transfer of Fellows between Institutes requires pre-approval from the DIS. IC s must submit a transfer request to DIS for approval of the transfer. The gaining Institute must provide DIS a description of the research to be done by the fellow. The losing Institute must have the current lab sponsor sign the IC [Inter/Intra Transfer Request Form](#) that agrees to the transfer and that the research at the gaining IC is consistent or a continuation of the original training goals for the fellow. (See development plan)

Once transfer is approved, the losing IC must indicate this in the FPS module and notify the gaining IC. The gaining IC must accept and retrieve the fellow s record. The effective date of transfer must be the first day after the original award has ended or the

first day of the subsequent month.

For J-1 Exchange Visitors: Transfer of J-1 Fellows **TO** or **FROM** the NIH from an outside sponsor (non-NIH lab) must also be approved by DIS in advance. As with the transfer between Institutes, a J-1 transfer must be done **ONLY** for the purpose to continue the J-1's original training goals.

For Fellows transferring **TO** or **FROM** the NIH, the J-1 must have at least ONE year remaining from his/her overall 3-year J-1 program. This is to allow adequate time for the J-1 to accomplish his/her research goals. Exceptions based on scientific need may be given on a case-by-case basis. Note that transfers cannot be authorized once the third year is completed.

Y. Excused Absence with Stipend

Fellows do not earn annual or sick leave. However, they are excused for: 1) Federal holidays, 2) ill-health, 3) personal emergencies, and 4) vacations when awards are for more than 90 days. For vacations, two weeks excused absence is suggested and the number of days should be prorated for Fellowships of 90 days or less.

DIS must be notified and concur with extended absences in order to avoid violation of immigration rules and regulations.

Six weeks of excused absence will be granted for the birth or adoption of a child or other family health care.

Preceptors may exercise discretion in granting additional short absences (less than a week per year) as they deem appropriate. More extended absences must be approved by the IC Scientific Director and DIS.

Z. Excused Absence without Stipend

Absence without stipend may be approved by the preceptor with concurrence from the respective IC Scientific Director. Through the ADB, the IC must enter the effective date to temporarily stop payment and must reactivate the award in the ADB to resume payment. **DIS must be notified and concur with extended absences in order to avoid violation of immigration rules and regulations.**

FAES Elected Health Insurance: Should the Fellow plan to be absent without stipend for less than 3 months, FAES requires the Fellow to maintain continuous health insurance coverage. In addition, certain immigration rules and regulations require continued health insurance at all times while inside the U.S.

Specifically, Fellows must personally complete a Consolidated Omnibus Budget Reconciliation Act of 1985 (C.O.B.R.A.) Application through FAES and begin to pay health insurance coverage premiums on the 1st day of the month following the start date

of the unpaid absence and continue to pay for any month when fellow is not in a pay status on the first day of the month. For example, if the fellow is absent without stipend effective June 15th through August 15th, the trainee must pay health insurance premiums beginning July 1st (1st day of the month following the start date of unpaid absence) and pay the premium for the month of August (any month when Fellow is not in a pay status on the first day of the month).

Should the Fellow plan to be absent without stipend for more than 3 months, the Fellow may choose to stop coverage and not pay the premium. Upon return to NIH, the Fellow may then reenroll as a new subscriber. Should Fellow prefer to continue health insurance coverage during this period of absence, the trainee must complete a C.O.B.R.A. application through FAES. Generally, C.O.B.R.A. coverage is limited to 18 months.

Regardless of total time spent in unpaid absence, respective ICs must provide to FAES written notification generated from the ADB to include start and end date of unpaid absence. In addition, upon Fellow's return, ICs must provide a written notification generated from the ADB to FAES, OFM, **and** DIS.

AA. Medical Treatment

All Fellows may use the Occupational Medical Service for injuries sustained and emergency care on the training assignment. Fellows are entitled to workers' compensation and benefits under the Federal Employees Compensation Act, 5 U.S.C. 8101(1)(B).

BB. Health Insurance

All Fellows must have adequate health insurance coverage to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the Fellow's name or in another's name with the Fellow identified as a family member. Verification of health benefit enrollment is required.

All J-1 Exchange Visitors sponsored through NIH's Exchange Visitors Program (Form DS-2019, issued by DIS), must conform to the insurance requirement stated above, and **in addition**, must add repatriation of remains and medical evacuation to the home country benefit to the policy. Additional health insurance requirements can be found in J-1 Exchange Visiting Program - Certification Health Insurance Coverage form [NIH 829-6](#).

One approved plan of health insurance **is** available through the FAES. FAES coverage requires that Fellows be on a training schedule of at least 32 hours per week and a minimum duration of 90 days.

Should Fellows elect FAES health insurance, they are responsible for enrolling in FAES health insurance within the first 30 days of the award. Health insurance enrollment will be effective the date the Fellow meets with FAES and all required forms are signed.

Enrollment data that reflect the FAES effective date must be entered into the FPS .
Fellows must maintain an existing policy or purchase a personal policy until they have met with FAES and elected health insurance.

Funds for individual or family FAES' fee-for-service Preferred Provider Option health insurance are provided by the sponsoring IC at the direction of the fellow. For a non-FAES policy, NIH will pay or reimburse for a policy issued in the Fellow's name in an amount not to exceed that of the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. In addition, NIH will reimburse for any additional health insurance cost, if incurred, as a result of being covered under a spouse's plan and identified as a "family member" in an amount not to exceed the cost of the FAES' fee-for-service Preferred Provider Option. Sufficient documentation verifying health insurance coverage and documenting health insurance costs are required when using a non-FAES policy.

When the outside sponsor provides insufficient funding for the purchase of health insurance coverage, the IC may provide supplemental funding to permit the purchase of a policy equivalent in cost to the FAES' fee-for-service Preferred Provider Option, individual or family coverage, as appropriate. An IC cannot provide a supplement solely to provide health insurance coverage - a stipend must also be authorized. See Section Z, "Excused Absence without Stipend" if applicable.

CC. Retirement Benefits

Fellows are not eligible for Federal retirement benefits.

DD. Social Security/Medicare

Since all VFP Fellowships are considered awards for training and not wages for service, neither Social Security nor Medicare is deducted from stipends. Although definitive determinations regarding Social Security obligations and coverage must be made by the Internal Revenue Service and the courts, Fellows are not considered to be self-employed for purposes of coverage under the Social Security Act and therefore, need not make Social Security or Medicare payments on their own behalf.

EE. Income Taxes

Stipends are subject to Federal, state, and local income taxes. The Office of Financial Management (OFM) annually prepares and sends appropriate income information to the IRS and to Fellows. OFM will withhold federal taxes for all Fellows, unless they are exempt under a tax treaty between the Fellow's country and the U.S. **OFM must be notified if a Fellow becomes a permanent resident mid-award so that federal taxes are no longer withheld from their stipends. These Fellows must file estimated federal taxes on a quarterly basis.**

Fellows are responsible for paying estimated state and local taxes on a quarterly basis, unless exempt under a tax treaty and living in a state that recognizes such a treaty. Although most states recognize tax treaties, the State of Maryland does NOT honor the treaty. Tax information, including estimated state tax forms, can be found in the [DIS Tax Handbook](#).

Since interpretation and implementation of the tax laws are the responsibility of the IRS and courts, Fellows should consult their local IRS office if they have questions about the applicability of the current tax code to the taxability of Fellowships, the proper steps to be taken regarding tax obligations, and concerns regarding their own situations. However, DIS does provide general tax advice both at the time the Fellow arrives at NIH (scheduled to attend a tax seminar) and during tax season (through tax workshops in March/April of each year) by a contracted tax advisor.

FF. Tort Claims

Fellows are eligible for coverage under the Federal Tort Claims Act (28 U.S.C. 2671 et seq.) for damages or injuries that arise from actions occurring within the scope of their assignment and while under the direct control and supervision of a Federal employee. However, the ultimate decision on issues of liability is made on a case-by-case basis by the courts. Should claims arise from the actions of Fellows acting within the scope of their assignments while under the direct control and supervision of a Federal employee, NIH would ask that they be defended by the Department of Justice as if they were Federal employees.

GG. Outside Work

Fellows must be physically present at NIH research facilities; they cannot be assigned elsewhere. When not prohibited by immigration rules and regulations, outside employment for Fellows must be approved in accordance with [OHR's Manual 2300-735-4](#), "Outside Work and Related Activities with Outside Organizations." In addition, DIS must approve prior to the beginning of outside employment.

HH. Occasional Lectures & Short-Term Consultations while on Official Duty

Fellows may engage in occasional lectures and short-term consultations that are directly related to their Fellowship program. However, NIH and other federal statutes and regulations prohibit the acceptance of compensation (except for travel and related expenses) since these activities are considered part of the Fellow's official duties. These activities must be approved in accordance with OHR's Manual 2300-735-4, "Outside Work and Related Activities with Outside Organizations."

J-1 Exchange Visitors, in addition to obtaining approval from appropriate IC officials, must also obtain permission, in writing, from DIS prior to the event. For additional information, refer to DIS's Technical Advisory No. 19 on the [DIS web site](#).

II. Program Evaluation

The NIH OITE will periodically evaluate the VF Program for representation; to assess its relationship with other NIH Traineeship Programs; and to determine whether it is functioning effectively and accomplishing the purpose for which it was designed. The results of these evaluations and any recommendations for changes to the Program will be presented to OIR, NIH and the NIH Board of Scientific Directors for consideration.

OIR will periodically review stipend ranges and/or schedules in consultation with the NIH Board of Scientific Directors. Recommended adjustments by OITE, NIH and OIR, NIH will be submitted to the IC Directors for review and concurrence and then to the Director, NIH for final approval.

Each preceptor and/or mentor will periodically provide scientific evaluation on performance of Fellows in writing. The evaluation will be used to improve the Fellows' training experience at NIH. In many cases, preceptor and mentoring relationships will extend far beyond the formal training period.

JJ. Publications

The publication and presentation of scientific research by Fellows are governed by the same policies as applied to other scientists, either employed by or in training at [NIH Manual 1183 "NIH Publications and Audiovisuals: Preparation, Review, Approval, and Distribution."](#)

KK. Inventions

Fellows are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or the like issued there under as if Fellows were government employees who conceived an invention or first actually reduced it to practice while at the NIH. Fellows will disclose promptly, to the appropriate NIH officials, all inventions which they conceive or first actually reduce to practice during their assignment at the NIH, and to sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

LL. Privacy Act

Records must be maintained in accordance with [Privacy Act System Notice: 09-25-0140](#), International Activities: International Scientific Researchers in Intramural Laboratories at the National Institutes of Health, HHS/NIH/FIC/ORS/DIRS (note: DIS is now under OD/ORS).

Information submitted for award under this chapter may be shared with other government agencies at the discretion of the NIH.

MM. Retention and Disposal of Records

All records (e-mail and non-e-mail) pertaining to this chapter must be retained and disposed of in accordance with NIH Manual 1743, <http://www1.od.nih.gov/oma/manualchapters/management/1743/>, "Keeping and Destroying Records," Appendix 1, "NIH Record Control Schedule," Item 2300-320, "Staff Fellowship Program." Refer to NIH Chapter 1743 for specific disposition instructions.

NIH e-mail messages (messages, including attachments, that are created on NIH computer systems or transmitted over NIH networks) that are evidence of the activities of the agency or have informational value are considered Federal records. These records must be maintained in accordance with current NIH Records Management guidelines. Contact your IC Records Officer for additional information.

All e-mail messages are considered Government property, and, if requested for a legitimate Government purpose, must be provided to the requester. Employees' supervisors, NIH staff conducting official reviews or investigations, and the Office of Inspector General may request access to or copies of the e-mail messages. E-mail messages must also be provided to Congressional oversight committees if requested and are subject to Freedom of Information Act requests. Since most e-mail systems have back-up files that are retained for significant periods of time, e-mail messages and attachments are likely to be retrievable from a back-up file after they have been deleted from an individual's computer. The back-up files are subject to the same requests as the original messages.

Immigration rules and regulations may require retention of records beyond NIH guidelines.

The National Institutes of Health is part of the United States Government. Information submitted to the NIH may be shared within the U.S. Government as determined in the best interests of the United States by the NIH.

NN. Required Forms

Questions on how to obtain these forms should be directed to the designated IC Program Administrative Officials or Key Contacts. Forms can be found on the [DIS web site](#).

To initiate:

- ♣ NIH Form 829-2 and attachments specified on form
- ♣ FPS Fellowship Request Form (ADB generated)

To renew:

- ♣ FPS Fellowship Request Form (ADB generated) and attachments listed therein

To transfer:

- ♣ FPS Fellowship Request Form (ADB generated) and attachments listed therein
- ♣ IC Exchange Visitor (J-1) Transfer form signed by losing lab sponsor

For excused absences:

- ♣ FPS Absence without stipend and reactivation forms (ADB generated)

For terminations:

- ♣ FPS Fellowship Termination Notice - completed and signed (ADB generated)

The IC's must submit the original forms to DIS and retain copies of these documents (in printed paper version) in their files.

OO. Processing Times by DIS

It averages DIS approximately 4-6 weeks to prepare the appropriate immigration documents. This time-frame is an estimate and can change without notice, such as changes in immigration rules or failure of Department of Homeland Security tracking systems. DIS processing times can be found at <http://www.nih.gov/od/ors/dirs/isb/processingtimes.htm>.

If the Fellow is outside the U.S., then he/she must apply for an entry visa from the Department of State (DOS) through their U.S. Embassies and Consulates. **Visa Processing** times are determined by **DOS**. Although DIS processes in 4-6 weeks, DOS requires additional time to process visas due to:

1. Visa interview requirements by DOS;
2. Security Advisory Opinions (SAO) required by DOS;
3. Technology Alert List (TAL) background checks;
4. Dependent visa application;
5. Fellow's country of birth/origin/residence;
6. Current political climate

Note that this is a sampling of some factors that affect visa processing; additional factors not listed exist to add to processing times. Generally, DOS issues visas between 30 to 120 days of visa application. Additional information may be obtained at <http://travel.state.gov>.

PP. Management Controls

The purpose of this manual issuance is to provide policies and procedures for the implementation of the NIH Intramural Visiting Fellow Program (VFP).

1. The offices responsible for management controls relative to this chapter issuance are the Office of Intramural Research (OIR) and the Division of International Services (DIS). Through this issuance the OIR/DIS are accountable for the method used to ensure that management controls are implemented and working.
2. Frequency of Review (in years): Periodic review of fellowship process will be completed to determine if ICs are in compliance with policy. Reviews will be conducted every 3-5 years. The first review will be done within one year of the chapter being finalized.
3. Method of Review: The OIR/DIS will initiate and lead reviews consisting of a random sampling of fellowship files/documentation using a checklist that will monitor the IC's compliance with various important aspects of the policy.
4. Review reports are sent to the Deputy Director for Intramural Research, Director of Division of International Services, and to the Deputy Director for Management, NIH, indicating that controls are in place and working well or include any management control issues that should be brought to the attention of the report recipients.

Appendix 1 - STATEMENT OF VISITING FELLOW PROGRAM PROVISIONS

A. PROGRAM PURPOSE

Visiting Fellowships are established for the principal benefit of the participant and are designed to provide opportunities for developmental training and practical research experience in a variety of disciplines related to biomedical research, medical library research, and related fields.

Note: ALL Fellows may not engage in primary patient care activities, (any clinically-related activity MUST explicitly be under the direct supervision and control of an NIH employee physician), be assigned supervisory responsibility, or sign documents on behalf of the Government (e.g., requisitions).

B. PROGRAM ELIGIBILITY

Fellowships are available only to foreign individuals on valid nonimmigrant, employment-authorized status. Fellowships are contingent upon submission of acceptable proof of work authorization either incident to status or issued by a DHS authorized entity, and completion of a medical evaluation, if applicable. In addition, Fellows must meet the requirements of one of the categories specified below:

Postdoctoral

Individuals who possess a Ph.D., M.D., D.D.S., D.M.D., D.V.M. or equivalent degree in a biomedical, behavioral, or related science; or certification by a university as meeting all

the requirements leading to such a doctorate; and 5 or fewer years of relevant postdoctoral experience and up to 2 additional years of experience not oriented towards research (i.e., clinical training for physicians).

Pre-doctoral

Students enrolled in Ph.D., M.D., D.D.S., D.M.D., D.V.M., or equivalent degree programs at fully accredited U.S. or foreign universities (which frequently involves dissertation research). The research experience is undertaken as an integral part of the student's ongoing academic preparation and is credited towards completion of degree requirements or students who are enrolled in graduate, other doctoral or medical degree programs and who have written permission from their school to interrupt their current schooling and to return within one year to their degree granting program.

NOTE: Pre-doctoral Visiting Fellows must be registered with the NIH Graduate Partnerships Program (GPP).

C. DURATION

All fellowship durations listed below are limited under applicable immigration rules and regulations:

	Postdoctoral	Pre-doctoral
Initial Fellowship	1 or 2-year (2 year Fellowship must be processed in 1-year increments.)	1-month to 2 years (2-year Fellowship must be processed in 1-year increments.)
Renewal of Fellowship	1-year increments	1-month to 1-year increments
Maximum Fellowship	5 years	3 years (additional 1 year increments allowed for OIR.)

Renewals may be granted in accordance with provisions of the applicable Visiting Program component's maximum duration and may be processed in increments of noted above, contingent upon applicable immigration limitations. (Renewals of supplemental Fellowships are also contingent upon continuation of the outside fellowship.)

Fellows may be terminated prior to their specified expiration date for scientific or other forms of misconduct, misrepresentation of education credentials and/or experience, interpersonal incompatibility, failure to comply with the terms of the Fellowship, or to carry out or satisfy the purpose for which it was made. When termination is proposed for such reasons, the Fellow will be given an opportunity to address these reasons before a decision is rendered. Fellows may also be terminated for failure to comply with applicable immigration regulations.

In addition, fellowships may also be terminated due to programmatic changes or administrative reasons.

D. UPON CONCLUSION OF FELLOWSHIP

Provided they meet eligibility requirements and depending upon applicable immigration rules and regulations, Fellows may be considered for, but are not entitled to, employment or other training at the NIH.

E. STIPENDS

1. Stipends are established based on relevant research experience or completed education. However, when a Fellow is receiving supplemental funding the stipend will be fixed at such a rate that the combined levels of stipend support will match the rate for a similarly qualified Fellow in the relevant fully funded component.

2. Stipends will be paid in arrears on a 30-day monthly basis. An automatic \$2,000 advance will be provided for new fully-funded postdoctoral fellows at the time of initial activation. An amount less than \$2,000 may be provided after activation for other categories of fellowships based on hardship, as determined and approved by the Institute's Scientific Director. The remainder of the stipend balance will be paid in arrears in 12 equal monthly payments, which will be received by the fellow at the beginning of the following month.

3. When a Fellowship is terminated prior to its normal expiration date, the Fellow is no longer entitled to a stipend and any stipend checks received or deposited to the Fellow's account after the termination date are inadvertent and do not belong to the Fellow, but are the property of the United States government, and must be returned. Knowingly cashing, depositing, or converting any such check to the Fellow's use may be a violation of 18 United States Code ' 641.

F. BENEFITS

1. Fellows must have adequate health insurance coverage to receive training in NIH facilities. This requirement may be satisfied by a policy held either in the Fellow's name or in another person's name with the Fellow identified as a family member. Verification of health insurance enrollment is required. NIH will only pay or reimburse for a policy issued in the name of the Fellow.

An approved low option health insurance plan is available through the Foundation for Advanced Education in the Sciences (FAES), and enrollment must be completed within 30 days after arrival at NIH. Fellows who purchase a policy in their own name from another private source will be given an allowance equivalent to either the actual cost of coverage or the cost of FAES's lowest option policy, whichever is less. For Supplemental Fellows whose outside sponsor provides separate but insufficient funding for the purchase of health insurance coverage, the NIH may provide supplemental funding to permit the purchase of the lowest option policy offered by FAES.

Health insurance coverage for Fellows in J-1 status must be in compliance with Department of State (DOS) regulations, including coverage for medical evacuation and repatriation of remains. In addition, Fellows coming from abroad directly to NIH who plan to enroll under the FAES plan, should purchase health insurance to cover them until they sign up.

2. Fellows do not earn annual or sick leave, however, they are excused on Federal Holidays occurring during the Fellowship period. The Fellow's sponsor may, at his or her discretion, excuse the Fellow for reasonable cause such as ill-health, personal emergencies, or vacations when Fellowships are for more than 90 days. Six weeks of excused absence will be granted for pregnancy or adoption reasons. Two weeks will be granted for paternity reasons. DIS approval is necessary for extended absences.

3. Travel cost to NIH for fellow, dependents, movement of household goods, and temporary storage of household goods NTE \$3,000 is permitted at the discretion of the IC; no allowance for return travel is authorized.

4. Fellows may receive government sponsored training directly related to the purpose of the training assignment.

5. Payment of travel to scientific meetings is at the discretion of the Institute and is subject to availability of funds.

G. DEDUCTIONS

All fellowships are subject to Federal, state, and local income taxes. The Office of Financial Management, NIH, will withhold federal taxes for all Fellows, unless they are a U.S. permanent resident or are exempt under a tax treaty between their home country and the U.S. Fellows are responsible for paying state and local taxes on a quarterly basis, unless exempt under a tax treaty and living in a state that recognizes such a treaty. Although most states recognize tax treaties between the U.S. and some foreign countries, the State of Maryland does not. Tax information, including estimated state tax forms, can be found in the [DIS Tax Handbook](#).

Fellows are not Federal employees and are not eligible for coverage under the Federal Employment Retirement System. Therefore, no stipend deductions will be made for this program, nor will Social Security or Medicare payments be withheld.

H. OUTSIDE WORK

Fellows are expected to devote their full time and effort to their research training at NIH facilities. In addition, J-1 Exchange Visitors are prohibited from accepting outside employment, according to DOS regulations. When not prohibited by immigration regulations, outside employment for Fellows must be approved in accordance with [NIH Manual 2300-735-4](#), "Outside Work and Related Activities with Outside Organizations," and DIS.

I. OCCASIONAL LECTURES AND SHORT-TERM CONSULTATIONS WHILE ON OFFICIAL DUTY

Fellows may engage in occasional lectures and short-term consultations that are directly related to their fellowship program. However, NIH and other federal statutes and regulations prohibit the acceptance of compensation (except for travel and related expenses) since these activities are considered part of the Fellow's official duties. These activities must be approved in accordance with [NIH Manual 2300-735-4](#), "Outside Work and Related Activities with Outside Organizations."

J-1 Exchange Visitors, in addition to obtaining approval from appropriate Institute officials, must also obtain permission, in writing, from DIS *prior* to the event.

J. PUBLICATIONS

The publication and presentation of scientific research by Fellows are governed by the same policies as applied to other scientists, either employed by or in training at NIH ([NIH Manual 1183](#), "NIH Publications and Audiovisuals").

K. INVENTIONS

Fellows are bound by all provisions of Executive Order 10096, as amended, 45 C.F.R. Part 7 and any orders, rules, regulations or the like issued thereunder as if Fellows were government employees who conceived an invention or first actually reduced it to practice while at the NIH. Fellows will disclose promptly, to the appropriate NIH Officials, all inventions which they conceive or first actually reduce to practice during their assignment at the NIH, and to sign and execute all papers necessary for conveying to the government the rights to which it is entitled by virtue of Executive Order 10096, as amended.

L. PRIVACY ACT MAINTENANCE OF RECORDS

Records must be maintained in accordance with [Privacy Act System Notice: 09-25-0140](#), International Activities: International Scientific Researchers in Intramural Laboratories at the National Institutes of Health, HHS/NIH/FIC/ORS/DIRS (note: DIS is now under OD/ORS).

Information submitted for award under this chapter may be shared with other government agencies at the discretion of the NIH.

M. VERIFICATION OF NONIMMIGRANT STATUS

Upon arrival at the NIH, Fellows must provide evidence of valid non-immigrant status and employment eligibility to the Division of International Services. Fellowship renewals for nonimmigrants are contingent upon reverification of valid nonimmigrant,

employment-authorized status.

Appendix 2 - VISITING FELLOWSHIP AGREEMENT

In accepting this Visiting Fellowship, I understand that I am not a Government employee. I certify that I have read the "Statement of Visiting Program Provisions" and agree to comply with the terms outlined:

A. PROGRAM ELIGIBILITY

1. I meet the educational/experience requirements for participation in the applicable Visiting Program component and will provide verification as required.
2. I will provide acceptable proof of my valid non-immigrant status and employment-eligibility to the Division of International Services (DIS) upon arrival at NIH and at renewal time, if applicable.
3. I will maintain my non-immigrant status at all times and alert DIS of any changes of my immigration status, including change of address, immediately upon occurrence.

B. DURATION

I understand that my initial Fellowship commitment is for the period beginning _____ and ending _____ and that renewal beyond the initial commitment is contingent upon my continued stay in the U.S. under all applicable immigration regulations, demonstrated progress in the training assignment and approval by the appropriate Institute officials. ***For Supplemental Fellows:*** I further understand that renewal of my supplemental fellowship is contingent upon continuation of my outside fellowship.

I understand that I may be terminated for scientific or other misconduct; misrepresentation of education credentials and/or experience; failure to make progress on my training assignment; and incompatibility between me and my sponsor. I also understand that Fellows may be terminated for failure to comply with applicable immigration regulations.

I further understand that upon termination of my Fellowship, I am not entitled to future training or employment at the NIH.

C. STIPENDS

I understand that my monthly stipend will be paid in arrears, and that the payment I receive will reflect the time I spent in the fellowship during the previous month. If I have received a stipend advance, the remainder of the stipend balance will be paid in arrears in 12 equal payments, which will be received by me at the beginning of the following month.

I will immediately notify my sponsor and other appropriate IC officials of any change in my status that might affect my stipend payment, including any supplemental funding or decision to terminate my Fellowship earlier than anticipated. In the event of error(s) in my stipend payment(s), I agree to reimburse the U.S. Government for any overpayment that may occur. I understand that interest penalties will be charged if I fail to make reimbursement in a timely manner.

D. BENEFITS

1. I will have adequate health insurance coverage either through an approved plan with the Foundation for Advanced Education in the Sciences (FAES), or through another private plan, and will provide proof of such coverage. I understand that payments or reimbursement from NIH will be limited to the cost of FAES low option coverage or of another private plan, whichever is less, and will be provided only if the policy is issued in my name.

J-1 Exchange Visitors: I understand that my health insurance coverage must, in addition, be in compliance with Department of State (DOS) regulations, including coverage for medical evacuation and repatriation of remains. Further, I understand that if I choose the FAES plan, I should obtain health insurance coverage until I am able to enroll in the FAES plan.

2. I understand that Fellows are usually not reimbursed for expenses associated with their travel to NIH. Travel cost to NIH for fellow, dependents, movement of household goods, and temporary storage of household goods NTE \$3,000 is permitted at the discretion of the IC; no allowance for return travel is authorized. In the event travel reimbursement is authorized for me, I will provide the ticket coupon for travel by commercial carrier (e.g., bus, train, air) or odometer readings for travel by private automobile, and lodging receipts, if any. I understand that all reimbursement will be in accordance with governing Government regulations.

3. I will seek advance approval for travel to scientific meetings and understand that the authorization of such allowances is discretionary.

4. I will seek advance approval for training directly related to the purpose of my Fellowship. I understand that the authorization of allowances for additional training must be in accordance with applicable Government and immigration regulations. DIS approval is required to take classes.

E. EXCUSED ABSENCE

I understand that although as a Fellow I do not earn annual or sick leave, I am, however, excused on Federal Holidays and I will seek advance approval from my sponsor for absence due to ill-health, personal emergencies, or vacations.

F. DEDUCTIONS

1. I understand that I am **not** eligible for coverage under the Federal Employees Retirement System, and that deductions for this program, as well as Social Security and Medicare, will not be withheld from my stipend.
2. I understand that my fellowship is subject to Federal, state and local income taxes. I also understand that the Office of Financial Management, NIH, will withhold federal taxes from my stipend payment unless I am a U.S. permanent resident or am exempt under a tax treaty between my country and the U.S. I further understand that I am responsible for paying state and local taxes on a quarterly basis unless I am exempt under a tax treaty and live in a state that recognizes such a treaty.

G. OUTSIDE WORK

I understand that I am expected to devote my full time and effort to my research training at NIH facilities. If not prohibited by immigration rules and regulations, I will seek advance approval from my sponsor and other appropriate institute officials, as well as DIS, **prior** to engaging in outside employment. *J-1 Exchange Visitors*: I also understand that I am prohibited from accepting outside employment, according to DOS regulations.

H. OCCASIONAL LECTURES AND SHORT-TERM CONSULTATIONS WHILE ON OFFICIAL DUTY

I will seek approval from appropriate Institute officials to engage in occasional lectures and short-term consultations that are directly related to my fellowship program. However, I understand that NIH and other federal statutes and regulations prohibit the acceptance of compensation (except for travel and related expenses) since these activities are considered part of my official duties.

J-1 Exchange Visitors: I further understand that in addition to obtaining approval from appropriate Institute officials, I must also obtain permission, in writing, from DIS prior to the event.

I. PUBLICATIONS AND INVENTIONS

I will seek advice from my sponsor and request clearance for any publication resulting from my Fellowship in compliance with NIH's publication policies.

I will be bound by all provisions of Executive Order 10096, and any orders, rules, regulations or the like issued thereunder where NIH determines the rights of the Government and the Fellow to inventions conceived or actually reduced to practice during the period of the Fellowship. Furthermore, I will promptly disclose to my sponsor and other appropriate officials all inventions that are conceived or first reduced to practice during the term of my Fellowship at NIH, and will sign and execute all papers necessary to convey to the Government the rights to which the Government is entitled in

accordance with any determination made under the provisions of Executive Order 10096.

J. OTHER ADMINISTRATIVE REQUIREMENTS

While on the premises of NIH, I will conform to all applicable administrative instructions and requirements of NIH and the Department of Health and Human Services, including all regulations and procedures concerning conduct, safety, and animal care.

In addition, I understand that information and materials submitted for my fellowship may be shared with other government agencies at the discretion of NIH.

Signature of
Fellow

Date

A copy of the originally signed agreement *must* be submitted to your NIH lab sponsor.

Appendix 3 - NIH ADMINISTRATION OF VISITING FELLOW AWARD (VF) PROGRAM

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	R
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To coordinate the administration of the NIH Visting Fellow Program	DDIR, NIH		Director, DIS or designee		NO	Current DDIR, I adminis NIH Vi (VFP) i NIH Bo Director immigr:
2. To coordinate the establishment of new NIH VFP components to meet evolving training needs	DDIR,NIH		Director, DIS or designee consults on visa and immigration matters		YES TO: Officials with sufficient knowledge and expertise to exercise this authority in	

					accordance with law, regulations, and written policy	
3. To coordinate modifications of the individual VFP component provisions NIH-wide	DDIR, NIH		Director, DIS as it relates to immigration matters		YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations, and written policy	
4. To coordinate the establishment of stipend levels, adjustments, and changes for all components of the NIH VF Program	DDIR, NIH		Director, DIS as it relates to immigration matters		YES TO: Officials with sufficient knowledge and expertise to exercise this authority in accordance with law, regulations, and written policy	
5. To review Institute/Center requests for J-1 extensions beyond initial three years.	DDIR, NIH		Director, DIS or designee		YES TO: IC Sci. Dirs. who must recommend/ approve extension requests before submission to DIS	
6. To review and recommend to DOS requests for extension beyond initial three years			Director, DIS or designee			Recommend to DOS the J-1 Extension Response Student Information
7. To coordinate and approve any and/or all exceptions to the NIH VF Program provisions	DDIR, NIH		Director, DIS consults on visa and immigration matters		YES TO: OIR Officials with sufficient knowledge and expertise to exercise this authority in	

					accordance with law, regulations, and written policy
8. To maintain the fellowship Stipend Outlay, including processing financial documents to arrange for and assure the proper payment, adjustment, or termination of stipends and other authorized allowances.	OFM, NIH				NO
9. To provide required financial information on individual Fellows annually to the Internal Revenue Service (IRS) and to the Fellows.	OFM, NIH				NO
10. To maintain required accounting information and generate necessary reports OFM, NIH	OFM, NIH				NO
11.To provide consultation to the DDIR, NIH and OIR, NIH as needed/required		OHR, NIH	Director, DIS		NO
12. To provide advice and/or guidance to designated IC program and/or administrative officials of the purposes and requirements of the NIH VF Program, as well as its relationship		OHR, NIH	Director, DIS		NO

and appropriate usage to other NIH scientific mechanisms						
13.To evaluate the VF Program s effectiveness and determine if the Program is accomplishing its purpose	Office of Intramural Training and Education (OITE), NIH				NO	

IC ADMINISTRATION OF INTRAMURAL VISITING FELLOW (VF) PROGRAM

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICT COMME
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To provide advice and guidance to IC scientific program officials of the purposes and requirements of the VF Program provisions			DIS	YES, Designated IC Program Admin. Officials (Key Contacts)		
2. To assure that: applicants meet eligibility requirements; necessary documentation is present and complete; Fellow schedules are determined; documentation to activate, renew, and terminate the Fellowships are distributed; the completion of medical exams are arranged; and IC orientation for each				YES, Designated IC Program Admin. Officials (Key Contacts)	NO	

trainee, including advising on benefits available, is conducted					
3. To sign and submit immigration documents to the Department of State, Department of Homeland Security, Department of Labor, U.S. Embassies and consular posts, and Education Commission for Foreign Medical Graduates			Director, DIS or designee		NO
4. To provide immigration services and verify valid non-immigrant work authorization status; to provide orientation for Fellows on immigration matters			DIS staff		NO

FELLOWSHIPS

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICTED COMM
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To approve initial Fellowships within the NIH VF Program provisions for all VF components. (Fellows with up to five years of relevant postdoctoral experience).	DDIR, NIH			IC Director	YES TO: IC Sci Dirs; IC Lab/Br Chfs	
2. To approve initial	DDIR, NIH				NO	

Fellowships within the NIH VF Program provisions for all VF components. (Fellows with more than five years of relevant postdoctoral experience).						
3. To approve renewal of Fellowships within the NIH Program provisions for all VF components DDIR, NIH	DDIR, NIH			IC Director	YES TO: IC Sci Dirs; IC Lab/Br Chfs	
4. To approve the transfer or reassignment of fellows between IC.	DDIR, NIH		DIS, RO/ARO approval required	IC Director	YES TO: IC Sci Dirs	Losing IC sp must sign an Exchange V 1) transfer for agreeing to the transfer/reassignment and to verify new research consistent with original research objectives of Exchange V The transfer along with the transfer request must be sent for approval transfer. IC must enter transfer Exchange V must wait for DIS approval beginning at
5. To approve part-time schedules on a case-by-case basis for fellows within all VF components.	DDIR, NIH		DIS, RO/ARO approval required	IC Director	YES TO: IC Sci Dirs	Requesting must provide DIS describing circumstances lead to part-time schedule. DIS

						approve.
6. To revoke Fellowships in whole or in part	DDIR, NIH			IC Director	YES TO: IC Sci Dirs	Use the ADI process the termination immediately DIS must be notified. See Section Termination Fellowship detailed info

STIPENDS

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICTED COMMENTS
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To approve initial stipends and/or stipend increases within the NIH VF Program provisions	DDIR, NIH			IC Director	YES TO: IC Sci Dirs IC Lab/Br Chfs	This includes authority to specialty allowance of \$10,000 who postdoctoral has a degree equivalent experience i of the eight specialty allowances specified un stipend allow This also inc the authority grant a one t exceptional increase at th of renewal o stipend level percent of an postdoctoral fellows, i.e., fellow with year of postdoctoral

						experience c be paid a stip within the ra for the two-y experience l
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SUPPLEMENTAL FUNDING

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICT COMME
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To approve supplemental funding in accordance with NIH-wide established VF Program provisions	DDIR, NIH			IC Director	YES TO: IC Sci Dirs	Combined N and supplem funding mus comparable stipend leve equally qual fellows in av component. Supplementa funding cann used to pay r health insura cost only.

MENTORING

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICT COMME
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To provide mentoring	DDIR, NIH			IC Director	YES TO: IC Sci Dirs IC Lab/Br Chfs IC Preceptors	

TRAINING/TUITION

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY	REDELEGATED	RESTRICT
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	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL	NO; YES, TO WHOM	COMME
1. To approve a rotation in an OD or Intramural Science Policy Management Office, generally one rotation of three months or less, when the activity can be justified as an integral part of the NIH research training experience	DDIR, NIH		DIS Notification and concurrence required		NO	
2. To approve training (other than rotations) /tuition to the extent it is directly related to the NIH research experience	DDIR, NIH		DIS Notification and concurrence required	IC Director	YES TO: IC Sci Dirs	Fellows must be physically present at NIH research facilities; they cannot be assigned elsewhere.
3. To develop Individual Development Plans (IDPs) and assure instruction in safety, use of equipment, handling hazardous materials, proper animal care and treatment	DDIR, NIH			IC Director	YES TO: IC Sci Dirs IC Lab/Br Chfs IC Preceptors	
4. Patient Care/Patient Contact	DDIR, NIH		DIS must issue clearance after DDIR approval	NO		Fellows may engage in patient care/activities. A clinically relevant activity MUST be explicitly approved by the direct supervision and control of an attending physician, and subject to immigration

						and regulation
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EXCUSED ABSENCE with STIPEND

ADMINISTRATION	CURRENT APPROVAL/RESPONSIBILITY				REDELEGATED NO; YES, TO WHOM	RESTRICT COMME
	OD NIH OFFICIAL	OHR, NIH OFFICIAL	ORS OFFICIAL	PRIMARY IC OFFICIAL		
1. To approve extended absences (see Section Y)	DDIR, NIH		DIS Notification and concurrence required	IC Director	YES TO: IC Sci Dirs	